



# AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

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THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED. THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

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<b><u>ANNOUNCEMENT NUMBER:</u></b>	MVA 2013-144
<b><u>OPEN PERIOD:</u></b>	April 10, 2013 to 11:59pm, May 21, 2013
<b><u>HIRING DIRECTORATE:</u></b>	NGB/A1DPT
<b><u>POSITION TITLE:</u></b>	Contact Center Team, NCO
<b><u>AFSC REQUIREMENT:</u></b>	3S071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<b><u>RANK/GRADE REQUIREMENT:</u></b>	TSgt/E6 (Promotable) - MSgt/E7
<b><u>POSITION INFORMATION:</u></b>	Full Time, Title 10, Statutory Tour
<b><u>TOUR LENGTH:</u></b>	2 - 4 Years
<b><u>AGENCY:</u></b>	Total Force Service Center
<b><u>DUTY LOCATION:</u></b>	Denver, CO 80011
<b><u>WHO MAY APPLY:</u></b>	Qualified ANG members only

## **1. Requirements**

Member must have a SECRET Clearance and completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management by this announcement closeout date.

Must hold Rank/Grade requirement by this announcement closeout date.

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## **2. Position Description**

Incumbent assists in the development, implementation, and monitoring of Receipt & Workflow applications, service tickets and processes within Remedy. Member assigned implements Air National Guard (ANG) policy and programs as it relates to military service dates and maintains a thorough knowledge of applicable directives, regulations, and objectives of all ANG personnel force management. The NCO evaluates impact of implementation of new policies or applications (Personnel or otherwise) upon ANG personnel; coordinates actions with NGB/A1, AFRC/A1, and other directorates of the ARPC as appropriate; and elevates issues requiring policy interpretation and higher level approval authority. Incumbent provide technical advice to NGB/A1 OPR, ARPC and AFPC, when necessary and provides policy recommendations to the NGB/A1 policy OPR. Member assigned provides training, guidance and advice to the states, MPFs and NGB staff. The NCO would prepare and initiate various civilian and military Personnel actions (annual appraisals, feedback, position descriptions, etc.); and provides guidance and training for any assigned subordinates in order to ensure coordinated efforts in a cooperative team environment that contributes to the ANG and NGB/A1 mission. Incumbent works with ARPC, AFPC, and NGB/A1 business process owners, and subject matter experts, to leverage technology to transform existing Personnel policies processes and systems, and is required to participate in organizational transformation efforts, change management, testing, documentation and training in support of the new processes. Member performs other duties as directed or required.

Position requires a highly experienced Personnelist with vast knowledge and experience. Member will have contact with National Guard Bureau, Air Force Reserve Command, Major Commands, State Joint Forces Headquarters, and Wings. The level of knowledge, scope of responsibilities, and routine contacts are commensurate with duties and responsibilities of a Senior NCO.

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## **3. Application Reminders**

If you are currently assigned to a Special Duty Career Field (SDI) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from consideration from this announcement. Applicants must have a fully qualified 2/3/4AFSC reflected on the vMPF Personnel RIP submitted with application package.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if

selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

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#### **4. About Statutory Tours**

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Drill Status Guardsman are currently EXEMPT from the 5 Year limit for restoration rights for a civilian employer IAW the Uniformed Services Employment and Restoration Rights Act (USERRA). (i.e. Private Airline, State or Municipality)

Military Technicians are currently EXEMPT from the 5 Year limit for restoration rights only back to the State in which they were assessed to the Statutory Tour Program IAW the Uniformed Services Employment and Restoration Rights Act (USERRA).

PERM-AGR, Title 32 members are NOT EXEMPT from the 5 year limit. Time spent on the Statutory Tour program will count towards your limit. AGR personnel who enter an ANG Title 10 Statutory Tour, assigned to the NGB UMD (e.g. Title 10 U.S.C., Sections 10211, 10305, 12402 and 12310) have restoration rights not to exceed five years, to the State from which they entered their initial Statutory Tour. Individuals will not be restored to AGR status solely to gain entitlement to a new period of restoration rights. Refer to ANGI 36-101 for further guidance. Note: It is your responsibility to track any Active Duty time that previously counted towards your 5 year limit. If you are selected for a vacancy and you resign your AGR, Title 32 position, then you are forfeiting your restoration rights back to an AGR, Title 32 position from your affiliated state.

NON-PERM AGR, Title 32 members who are on a leave of absence from a civilian employer should submit a memorandum for record with your application package indicating so.

**Further information regarding the Statutory Tour Program can be found in ANGI 36-6.**

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 3 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the three duty day period.

**TO APPLY FOR THIS VANCANCY, SELECT THE LINK BEOW AND FOLLOW APPLICATION PROCEDURES**

**<http://www.ang.af.mil/careers/mva/procedures.asp>**



#### **CONTACT INFORMATION**

NGB/HRS

MSgt Kelly Edmonds

Questions must be emailed to: [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil) (REFERENCE MVA# IN SUBJECT LINE)

Phone: 612-7604 / 240-612-7604

Main Line: 612-8884 / 240-612-8884